

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

WATER SYSTEMS TELEMETRY & DISTRIBUTED CONTROL TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Water Systems Telemetry & Distributed Control Technician is the first and entry level in a three level Utilities Telemetry Systems series. Incumbents are responsible for maintaining and operating computerized distributed control, SCADA, telemetry, and other network systems.

The Water Systems Telemetry & Distributed Control Technician is distinguished from the Water Systems Telemetry & Distributed Control Specialist, which is responsible for performing journey maintenance and operations of computerized distributed control, telemetry, and other network systems.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | <u>Assist in the maintenance of computerized distributed control, SCADA, and telemetry systems, including control and configuration.</u> | Daily 30% |
| 2. | Performs routine diagnostics of telemetry and LAN systems; corrects identified problems. | Daily 10 - 20% |
| 3. | Provides basic computer support for division system users. | Daily 60% |
| 4. | Responds to queries and requests for assistance from field operation crews on water/ <u>wastewater</u> system conditions as related to the telemetry system. | Daily 10% |
| 5. | Maintains logs of system activities, including malfunctions, system boots, causes of failures, and other operational statistics to aid in troubleshooting and maintaining systems. | Daily 5% |
| 6. | Performs backup of telemetry and local area network (LAN) systems using established programs and procedures. | Daily 5% |
| 7. | Runs developed programs and operational information reports utilizing established procedures. | Weekly 5% |
| 8. | Maintains and inventories system configurations on telemetry and LAN systems for the division. | <u>Monthly</u> 5% |

Deleted: Operates telemetry system, including the maintenance of graphics, database points, system events, and control blocks; responds to field information which requires immediate telemetry operator action.

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| TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | | FRE-QUENCY |
|---|--|-------------------------------------|
| 9. | Assists in installing, upgrading, and performing diagnostic procedures of applicable computer hardware and software. | Daily 60% |
| 10. | Performs other duties of a similar nature or level. | As Required |
| | Assists in installing, upgrading, and performing diagnostic procedures on CCTV and security systems. | Weekly 10% |

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Training and Experience (positions in this class typically require):

- Fifteen semester units of college level course work in Computer Science, Engineering, Water Science, or closely related field, and one year of increasingly responsible experience in supporting computers and printers in a network environment or distributed control system/SCADA environment are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. An additional year of qualifying experience may be substituted for the required education.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

~~Positions in the Water Division will require a State of California Water Distribution D-1 Certification within 18 months of appointment.~~

Knowledge (position requirements at entry):

Knowledge of:

- Using computers and applicable software applications
- Preparing and performing mathematical calculations
- Creating and maintaining batch and command programs
- Providing customer services
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Skills (position requirements at entry):

Skill in:

- Using a computer and related software applications;
- Performing mathematical calculations;
- Creating and maintaining batch and command programs;
- Providing customer service;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007